2016 Statement of Economic Interests – Form 700
Filing Officer Informational Fact Sheet
State Agencies

Your FPPC contact is:

René Robertson
rrobertson@fppc.ca.gov 916-324-3722

Date stamp all statements as they are received!

Unless the statement has been filed electronically using an FPPC Certified Program, original statements that must be forwarded to the FPPC must contain a "wet signature" and may not be a scanned or copied version.

March 1, 2016 – Annual Deadline for:

- Coastal Commissioners
- Public Utilities Commissioners
- California High Speed Rail Members
- Board of Equalization Members
- State Energy Resources Conservation and Development Commissioners
- Elected Members of the Board of Administration of the Public Employees' Retirement System
- Elected Members of the Teachers' Retirement Board

April 1, 2016 - Annual Deadline for Most Other Filers

Check your conflict of interest code to determine which statements are sent to the FPPC. Generally it is the head of your agency and board and commission members. Mail those statements to:

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814

Do not forward original statements to the FPPC unless your conflict of interest code specifically requires you to do so. This information is typically located in the second paragraph of the first page of your agency's conflict-of-interest code.

Answers to reporting questions:

Use: advice@fppc.ca.gov

Training Seminars and Webinars:

Continue to check for dates and locations:
http://www.fppc.ca.gov/learn/training-and-outreach/filing-officers.html

Your Checklist

- Notify filers of the deadline; email is fine.
- **Provide the agency's conflict of interest code; the disclosure categories must be known when an individual completes the form.**
- Date stamp all statements.
- Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)
- Continue to monitor when assuming and leaving office statements should be filed.
- E-mail copies of statements filed by members of boards, commissions, and similar multimember bodies to 700copies@fppc.ca.gov if you do not already forward the original statements to the FPPC. (Sec. 87500(o))

For original statements that you forward to the FPPC:

- Forward assuming, annual and leaving office statements to the FPPC within five days of the filing deadlines. Remember to send the actual "wet signature" SEI and not a copy.
- Keep copies for four years. (Sec. 81009)

Advice E-mail: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772
Jan/2016

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For original statements that you ***do not*** *forward to the FPPC*:

- Keep originals for seven years. (Sec. 81009)
- Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.

New Law

When reporting travel payments that are gifts, the filer must now provide the ***travel destination*** *on Schedule E. This applies to travel taken on or after January 1, 2016. This information is not required on the 2015 annual filings but may be provided.*

Gift Limit

The gift limit for 2015 was $460, which will remain in effect until December 31, 2016. For more information on gift limits and disclosure, review the Gift, Honoraria, Travel & Loans fact sheet on our website.

Electronic Filing

Agencies may now implement full electronic filing of Form 700s. For more information, see FPPC's website here: *http://www.fppc.ca.gov/learn/guidance-for-filing-officers-/form-700-electronic-filing.html*

New Positions – Form 804

Regulation 18734 requires an individual hired for a position not yet covered under your agency's conflict-of-interest code to file Form 700 if the individual serves in a position that makes or participates in making governmental decisions.

Use of Form 804 helps agencies identify new positions and disclosure requirements for individuals serving in new positions. The Form 804 is recommended as it promotes uniform reporting among agencies. Form 804 is retained by your agency and is found here: *http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Agency%20Reports/804.pdf*

Example: Your agency recently hired an IT Specialist. This is a brand new position, and thus, is not yet included in your agency's conflict-of-interest code. Because this individual will make decisions on purchasing computer software, the position must be added to the code. In the meantime, this person will file Form 700 under the broadest disclosure category (or limited disclosure if provided for on Form 804) until the code is amended to include this position.

Consultants - Form 805

State and local government agencies may use new Form 805 to identify consultants that will make or participate in making governmental decisions on behalf of the agency. Form 805 identifies the disclosure requirements for individuals serving in these positions and is retained at your office. For more information, refer to the FPPC website and Regulations 18701 and 18734.

Form 802 – New Rules

FPPC Regulation 18944.1 sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution.

Effective in early 2016, agencies are no longer required to send each Form 802 filed to the FPPC but will instead post the completed forms on its website and e-mail the website link to FPPC at Form802@fppc.ca.gov. For more information, see the newly amended FPPC Regulation 18944.1 here: http://www.fppc.ca.gov/the-law/fppc-regulations/newly-adopted-amended-or-repealed-regulations.html

Copies of Form 700 – Send to FPPC

You are required to send or e-mail to FPPC **copies** of Form 700s filed by members of boards, commissions, and similar multimember bodies of the state. Do not send copies if you are otherwise required to send the original statement to FPPC under your agency's conflict-of-interest code. Email copies to 700copies@fppc.ca.gov

FAQs

Q – An interim/acting executive director has been hired from outside the agency. Are persons serving in interim positions required to file statements?

A – Yes, persons serving in interim positions must file statements in the same manner as if they were holding the positions permanently. Contact René Robertson for guidance on these filings.

Q – I have a filer on military leave. Do I send the Form 700 overseas for the filer to complete?

A – No. Simply note this in your log (or, in the case of an individual whose statement is forwarded to FPPC, notify us) and have the individual file his/her statement upon returning.

Q – Is an amendment request necessary if the "total number of pages" line on the Cover Page is left blank?

A – No. Listing the total number of pages included with the Form 700 filing is not required by law; it is included simply as a tool to ensure that all pages are received.

Q – Does a board member who has been reappointed, or an employee who moved from one designated position to another designated position within our agency, have to file a leaving office and an assuming office Form 700?

A – No. As long as there was not a break in service of 30 days or more, the person will continue to file annual statements. However, there may be changes to the filer's disclosure category.

Q – Although we are approved by FPPC for e-filing of the Form 700, some filers email scanned copies of signed statements instead of filing electronically. Are these acceptable?

A – No. The original of any statement actually signed by the filer must be filed in the appropriate office regardless of e-filing approval.

Q – My filers make a lot of mistakes on Parts 1 through 3 of the Cover Page. May I complete that information for them?

A – Yes, so long as you do so prior to having them complete their schedules. Once they have signed the form, you may not make any changes to their statement. Any amendments must be completed by the filer on the appropriate amendment schedule.

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Please do not use acronyms when listing agency names.

Q – A newly appointed commissioner assumed office on October 15, 2015, and filed an assuming office statement. Must he file an annual statement on April 1, 2016?

A – No, any filer who assumed office between October 1 and December 31, 2015, and filed an assuming office statement does not need to file an annual statement until April 3, 2017. The period covered on the newly appointed commissioner's statement will be October 16, 2015, through December 31, 2016.

Q- What are my responsibilities for an unsigned statement that must be forwarded to the FPPC?

A- Unless you can quickly obtain the signature, please forward the unsigned statement to the FPPC for follow up.

Q – A board member appoints a designee to serve when she cannot attend a meeting. Must the designee file a Form 700?

A – Yes, the designee must file a statement.